Treatment and recovery program cleaning: what we clean

Walk the program with your director and tick each line as you go room by room.

Program _____ **Address** _____

Walked by _____ **Date** _____

Resident bedrooms and lounges

- ☐ Headboards, wardrobes, desks, sills and blinds dusted top down
- ☐ Switch plates and door levers wiped
- ☐ Carpet vacuumed, vinyl and tile damp-mopped
- ☐ Personal belongings cleaned around, dressers and closets left shut
- ☐ Lounge upholstery vacuumed, lamps and side tables dusted
- ☐ Periodic carpet cleaning in lounges and halls

Group and counseling rooms

- ☐ Chairs straightened and armrests wiped between sessions
- ☐ Tables wiped, bins emptied and tissue refilled
- ☐ Counseling desks, chairs and handles cleaned after hours
- ☐ Papers and screens left as they were, doors closed as found

Dining room and kitchenettes

- ☐ Tables and chair seats wiped after each meal
- ☐ Serving counters cleaned, coffee and water stations tidied
- ☐ Floor spills cleared
- ☐ Kitchenette counters, sinks, microwave inside and fridge handles cleaned

Shared bathrooms

- ☐ Toilets, sinks, mirrors and tub or shower surrounds cleaned
- ☐ Grab bars and floor drains cleaned
- ☐ Dispensers refilled to the level staff prefer
- ☐ EPA-registered disinfectant left for its label dwell time
- ☐ Facility cleaning protocol followed step by step
- ☐ Terminal clean booked after a resident leaves, when requested

Lobby, visiting and outdoor areas

- ☐ Entry glass, reception counter and lobby chairs cleaned
- ☐ Visiting room toys, seating and windows cleaned before weekend visits
- ☐ Restroom nearest the visiting room checked and restocked
- ☐ Patios swept, ash urns emptied and tables wiped
- ☐ Staff offices and admissions rooms cleaned

Notes